

OFFICE OF THE SAN DIEGO CITY ATTORNEY

Deputy City Attorneys I-V perform professional legal duties of similar type and character. Work of Deputy City Attorneys at each of these levels is distinguished by increasing proficiency and skill in independently handling legal issues, matters, and cases of increasing complexity and risk to the City with experienced legal judgment, skill and acumen.

DEPUTY CITY ATTORNEY II

Civil Advisory Division

DISTINGUISHING CHARACTERISTICS & SCOPE OF WORK:

Performs a majority of work that is of moderate scope and complexity. Exercises judgment and decision making to determine appropriate action. With some independence, provides legal advice to client and/or presentation of cases to the court. Competently drafts and revises a variety of legal documents.

EDUCATION & EXPERIENCE

Typically, one to two (1-2) years of relevant experience practicing law. Membership in the State Bar of California.

KNOWLEDGE, SKILLS & ABILITIES

1. Basic legal knowledge of CORE¹ areas to flag issues that arise in assigned practice areas. Solid legal knowledge and expertise in principles, practices, and procedures related to assigned practice areas.
2. Solid understanding of City and the duties, powers, and limitations of a city government and prosecutorial authority; pertinent federal, state, and local laws, codes, and regulations; and the City Attorney's Office structure, expectations, policies and procedures.
3. Solid interpersonal communication and collaboration skills, including strong ability to actively listen, negotiate, persuade, problem-solve and educate. Ability to gain trust and build credibility with a broad group of colleagues, clients, and the community.
4. Solid research and analytical skills to draft accurate, complete and persuasive legal documents, such as pleadings, legal responses, affidavits, position statements, memoranda, and briefs. Solid knowledge of Office guidance resources.
5. Ability to maintain confidentiality and exercise discretion and tact when handling sensitive or potentially sensitive issues. Demonstrated commitment to the highest ethical standards including California Rules of Professional Conduct.
6. Solid ability to incorporate feedback and provide clear expectations and guidance to legal support staff, interns and volunteers.

¹ CORE areas are those areas of municipal law with which DCA's should have a basic level of familiarity advancing to expert knowledge, pertinent to their assignment. They are: The Ralph M. Brown Act; California Public Records Act; Records Retention laws; San Diego Charter (particularly Charter section 40) and City government structure; Ethics - Agency and Attorney; CA Gov't Code.

ESSENTIAL FUNCTIONS:

1. Establishes strong working relationships with key internal (Office and City Department contacts) and external constituencies (e.g., the public, government agencies, outside counsel, etc.).
2. Ensures priorities are organized effectively to consistently meet established timeframes and supervisor/department objectives.
3. Provides clear expectations in working with less experienced DCAs, legal support staff, interns, and volunteers, to meet expected levels of productivity and accuracy.
4. Puts into practice the City Attorney's commitment to diversity and inclusion – is collaborative, supportive, respectful of differences, and committed to fairness and diversity in all interactions, both within and outside the team.
5. Has solid to strong written communication skills and adheres to standards outlined in the City Attorney's Style Manual. Creates and delivers effective materials and/or presentations appropriate to a particular audience. Presents all communications with Office, client, court, court staff, and opposing counsel in a professional and courteous manner.
6. Seeks professional development opportunities.

DIVISION FUNCTIONS:

1. Consults supervisor and colleagues, as appropriate, regarding development and presentation of alternative approaches for addressing an issue, including risk analysis.
2. Provides effective and timely advice and counsel on a variety of issues, utilizing best practice research methods and summarizing verbally and in writing.
3. Researches and prepares oral and written memoranda, opinions and reports.
4. Performs basic contract reviews.
5. May prepare ordinances amending the San Diego Municipal Code or City Charter.
6. Competent knowledge in CORE areas, CEQA, contracting, Civil Advisory structure and functions, and assigned legal areas.

SUPPLEMENTAL INFORMATION:

Attorneys in this position must be able to travel to locations outside the office; therefore, possession of a valid California Class C driver's license and personal vehicle or other means to travel are required.

ENVIRONMENT/WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with occasional to routine exposure to the external environment when going to outlying offices or meetings and off-site locations. Incumbents may be required to work extended hours including evenings and weekends. Deputy City Attorneys are exempt under the FLSA.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. May require occasional to frequent walking of up to .5 miles to off-site locations.